

## Commercial Building Permit Application

### City of Maple Grove

12800 Arbor Lakes Pkwy, P.O. Box 1180, Maple Grove, MN 55311

#### CONTACT NUMBERS:

Becky Roy, Building Department 763-494-6062 (broy@ci.maple-grove.mn.us)

Larry Huff, Plans Examiner 763-494-6080 (lhuff@ci.maple-grove.mn.us)

**Date Received in Office:** \_\_\_\_\_

**Site Address** (including suite number if applicable): \_\_\_\_\_

**Suite #** \_\_\_\_\_

**Occupant:** \_\_\_\_\_

(please be sure to complete Certificate of Occupancy or Business Application for all new tenants)

### Property Owner

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ email address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone#: \_\_\_\_\_

### Contractor

Name: \_\_\_\_\_ Project Manager: \_\_\_\_\_

Address: \_\_\_\_\_ email address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone#: \_\_\_\_\_

### Architect/Designer/Engineer

Company: \_\_\_\_\_ Design Professional: \_\_\_\_\_

Address: \_\_\_\_\_ MN State Registration #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

### Description of Work

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Comm/Ind/Pub – New    | <input type="checkbox"/> Comm/Ind/Pub – Alt | <input type="checkbox"/> Comm/Ind/Pub – Add       |
| <input type="checkbox"/> Comm/Ind/Pub – ReRoof | <input type="checkbox"/> Retaining Wall     | <input type="checkbox"/> Commercial Swimming Pool |

### Main Structure /Work Type

- |                                   |                                   |  |  |                                 |   |
|-----------------------------------|-----------------------------------|--|--|---------------------------------|---|
| <input type="checkbox"/> New      | <input type="checkbox"/> Addition | <input type="checkbox"/> Interior Finish | <input type="checkbox"/> Remodel/Alter | <input type="checkbox"/> Repair | <input type="checkbox"/> Footing/Foundation |
| <input type="checkbox"/> Demolish |                                   |  |  |                                 |   |

~OVER~

**New Construction or Addition Plan Review Submittal Checklist:**

\_\_\_\_\_ **Applicable Building Code: 2006 IBC with MN Amendments**

\_\_\_\_\_ Completed Permit Application

\_\_\_\_\_ ***New Construction - 5 Complete Sets of Plans; All copies must be sign by a registered design professional. Plans shall be submitted folded or separately rolled for distribution.***

\_\_\_\_\_ Completed Code Analysis Form **Required if not on plan title page**

\_\_\_\_\_ Completed Certificate of Occupancy Application

\_\_\_\_\_ Hennepin County Environmental Health Submittal. **Submittal Date:** \_\_\_\_\_

***If applicable, letter of approval from Hennepin County required prior to the issuance of a building permit.***

\_\_\_\_\_ Metropolitan Waste Control Commission(SAC Determination) **Submittal Date:** \_\_\_\_\_

\*See Attached SAC Brochure

***SAC must be determined prior to issuance of building permit.***

**Tenant Improvement/Remodel Plan Review Submittal Checklist**

\_\_\_\_\_ **Applicable Building Code: 2006 IBC with MN Amendments**

\_\_\_\_\_ Completed Permit Application

\_\_\_\_\_ ***3 Complete Sets of Plans; All copies must be sign by a registered design professional. Plans shall be submitted folded or separately rolled for distribution.***

\_\_\_\_\_ Completed Code Analysis Form if Code Analysis is not on front of plan

\_\_\_\_\_ Completed Certificate of Occupancy Application if newly occupied commercial tenant space **OR**

\_\_\_\_\_ Completed Business Certificate Application *if space has been previously occupied.*

\_\_\_\_\_ Hennepin County Environmental Health Submittal. **Submittal Date:** \_\_\_\_\_

***Contact: Debra Anderson – 612-235-0352 - If applicable, letter of approval from Hennepin County required prior to the issuance of a building permit.***

\_\_\_\_\_ Submittal to Metropolitan Waste Control Commission(SAC Determination) ~ **Required**

**Submittal Date:** \_\_\_\_\_

\*See Attached SAC Brochure

***SAC must be determined prior to issuance of building permit.***

**Estimated Value of Work to be Performed** \_\_\_\_\_

( a copy of the contract may be required)

## **COMPLETE BELOW ONLY IF APPLICATION INCLUDES PLANS**

### **Building Permit Data Practices Advisory**

You may be required to submit building plans with your permit application so that the City can determine if a building permit should be issued. If you do not submit building plans when they are required, you will not obtain the permit. If you think that those plans have economic value from not being generally available and you wish to maintain their secrecy please check the box below that is designated a trade secret information and explain your reasons. If you think that those plans have information that would jeopardize the security of the property if the information were released please check the box below that is designated security information and explain your reasons. Trade secret information and security information are not available to the public. Building plans that contain trade secret information or security information will not be given to the public and will be provided only to government officials who have a need to review them. Other building plans are available to anyone.

**Please check one of the following choices and sign below:**

☐ The building plans have trade secret information. Please identify:

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☐ The building plans have security information: Please identify:

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☐ The plans do not have trade secret information or security.

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Fees and plan review are based on Section 108 and Table 1A of the 1997 UBC.

The undersigned hereby represents upon all of the penalties of the law, for the purpose of inducing the City of Maple Grove to take the action herein requested, that all statements are true, and that all work herein will be done in accordance with the ordinances of the City of Maple Grove, the State of Minnesota and rulings of the Building Department.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Applicant is: ☐ Owner ☐ Contractor ☐ Architect

A Plan Review Meeting to be scheduled at the time permit application and plans are submitted. Please contact Becky Roy at 763-494-6062 to schedule this meeting. A Pre-Construction meeting will be scheduled on all new construction or if deemed necessary prior to the issuance of the building permit.